

PUBLIC NOTICE  
MARYLAND DEPARTMENT OF TRANSPORTATION

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NOTICE  
TO  
ARCHITECTS & ENGINEERS

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TRANSPORTATION PROFESSIONAL SERVICES SELECTION BOARD

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REQUEST FOR PROFESSIONAL SERVICES

The Secretary of the Maryland Department of Transportation has certified to the Transportation Professional Services Selection Board the need to utilize the services of architects or engineers for the following project(s).

Contract No. MDTA 2016-01 “Annual Facilities Inspection Services”

Firms interested in being considered for work on any Project must submit an Expression of Interest for that Project as set forth herein. The Expression of Interest shall be in an envelope marked with the specified contract number for the Project. The letter portion of the Expression of Interest shall indicate the firm's desire to perform services and indicate the specific tasks or areas of expertise, which will be subcontracted, and to whom. Interested firms must submit the material required herein or the interested firm will not be considered for the Project.

Of all the firms expressing interest in a Project, those adjudged most qualified shall be requested to submit Technical Proposals. Additional information will be supplied to the selected firms so that they can prepare such proposals for the Project. The firm that submits the highest rated Technical Proposal will be requested to submit Price Proposals. When Price Proposals are prepared, cost limitations such as, but not limited to, a payroll burden and overhead limitation of 130%, shall apply. If negotiations with the firm are timely and successful, a contract may be awarded to that firm. If an interested firm is requested to submit proposals, their proposals should substantially reflect the same composition and area of involvement as their Expression of Interest.

If a Joint Venture responds to a project advertisement, the Department of Transportation will not accept separate Expressions of Interest from the Joint Venture constituents. A firm will not be permitted to submit on more than one (1) Joint Venture for the same project advertisement. Also a firm that responds to a project advertisement as a prime or a prime joint venture constituent may not be included as a designated subcontractor to another firm that responds as a prime to the project advertisement. Multiple responses under any of the foregoing situations will cause the rejection of all responses of the firms involved. The above does not preclude a firm from being set forth as a designated subcontractor to more than one (1) prime responding to the project advertisement.

Questions concerning submissions and procedures may be addressed to the Maryland Transportation Authority, via email to [mdtaprocurement@mdta.state.md.us](mailto:mdtaprocurement@mdta.state.md.us) with a cc response to Benjamin Mondell at [bmondell2@mdta.state.md.us](mailto:bmondell2@mdta.state.md.us) and submitted no later than 12:00 P.M. on January 26, 2016.

Expressions of Interest are due no later than 12:00 P.M. on February 10, 2016. Facsimile/**e-mail** copies are not acceptable. No response received after 12:00 P.M. February 10, 2016 for this Project will be accepted, no matter how transmitted.

**Consultants shall have the ability to provide background investigation results for Consultant personnel assigned to work on Maryland Transportation Authority projects.**

Minority business enterprises are encouraged to respond to this solicitation notice.

RESPOND TO:

Norie A. Calvert, Director

OFFICE OF PROCUREMENT AND CONTRACT MANAGEMENT

Fourth Floor, C-405

707 North Calvert Street

Baltimore, Maryland 21202

**I. Maryland Transportation Authority**

**A. Contract Number: MdTA 2016 - 01**

**1. Project Description:**

The services to be performed are for the physical on-site condition inspections of facilities under the jurisdiction of the Maryland Transportation Authority. The facilities include I-95 (John F. Kennedy Memorial Highway), I-895 (Baltimore Harbor Tunnel Thruway), I-395 and I-95 in Baltimore City (Fort McHenry Tunnel), I-695 (Francis Scott Key Bridge), the Harry W. Nice Memorial Bridge, the Thomas J. Hatem Memorial Bridge, the William Preston Lane Memorial Bridge (twin structures) and the Inter County Connector (ICC) in Prince George's and Montgomery Counties. The project will also include providing Miscellaneous Engineering Design and/or Consultation Services. All services will be performed on an annual basis for a period of four (4) years. It is anticipated that project assignments will be funded with 100% Transportation Authority funds. After review of the Technical Proposals, it is anticipated the Authority will enter into negotiations with each of the top four (4) ranked firms for contracts valued at \$15 million dollars each.

**2. Consultant Services Required:**

The Consultant shall provide inspection teams to perform yearly condition inspections of all structures, roadways, drawbridges (2), tunnels and tunnel ventilation buildings, mechanical and electrical systems, drainage structures, toll plazas, and all other ancillary highway structures. The level of inspection required will vary by year. Quality assurance and quality control procedures for all inspections must be satisfied in accordance with the Maryland Transportation

Authority Facilities Inspection Manual. Copies of the latest version of the Facilities Inspection Manual are available, upon request. Typically, hands-on inspections, including element level inspection techniques and non-destructive testing (NDT), will be required every two (2) years, with visual inspections being performed in the off years. Underwater inspections will be typically performed on a four (4) year cycle.

To expedite the inspection process and minimize disruption to the traveling public, the Consultant will be required to employ multiple inspection teams to work on the same structure simultaneously, particularly for the Authority owned long span bridges and tunnels, and concurrently on multiple facilities and asset types. The Consultant shall provide all required access equipment, including under bridge inspection vehicles (e.g. snoopers), rigging, ladders, manlifts, boats, etc. The Consultant shall also provide all maintenance of traffic (labor and equipment) needed in support of inspection services in accordance with the MDTA Facilities Inspection Manual. Additionally, labor and equipment may be required for test procedures, including but not limited to load tests, deck cores, coatings assessments, etc. The person responsible for development and implementation of required maintenance of traffic schemes shall have completed an Authority approved Temporary Traffic Control (TTC) training course within the last three (3) years. The TTC training course is required for those individuals that will be maintaining the approved traffic control. The Consultant shall acquire all necessary MDTA hang tags, hard hat stickers, lane closure, Coast Guard and railroad permits needed in support of inspection services, including training certifications.

All inspection team members shall meet the qualifications set forth in the Federal National Bridge Inspection Standards (NBIS) and National Tunnel Inspection Standards (NTIS), CFR 23, Part 650. MDTA recognizes that FHWA-approved comprehensive tunnel inspection training courses are offered on a limited basis at this time. Proposers are not required to have this course completed to submit an Expression of Interest, but will be expected to complete this training course prior to a task assignment for tunnel inspections. In addition to the NBIS and NTIS requirements, the team members must meet the qualifications set forth in the MDTA Facilities Inspection Manual. Individuals performing confined space inspections shall meet the requirements of OSHA 29 CFR 1910.146.

Upon completion of the annual inspection of each structure, a detailed narrative report developed within the Authority's Bridge Management System shall be submitted describing findings, prioritizing all deficiencies, and repair recommendations as determined by the inspection. Additional submittal items include element level inspection results, condition ratings, and updated structural inventory and appraisal (SIA) data. The final annual report shall be submitted within 90 days of the first inspection day but no later than July 1<sup>st</sup> of each inspection year. All inspection data shall be inputted in the Authority's Bridge Management System. All individual inspection reports shall be stamped by the Team Leader. All individual reports shall be summarized in one annual executive summary report submitted no later than June 30<sup>th</sup>. The final executive summary report shall be stamped by the Project Manager and submitted no later than August 30<sup>th</sup>.

The Consultant may also be required to perform engineering analysis, design, load rating and testing, instrumentation, asset health monitoring, and/or consultation

services on an as needed basis for any engineering discipline during the term of the contract.

**3. Specific Type Firm solicited:**

A nationally recognized civil engineering firm with expertise in the condition inspection, design, construction engineering and maintenance needs of long span bridges (including suspension spans), bascule bridges, truss bridges, underwater vehicular tunnels, typical interstate highways and bridges, marine facilities, and signing and lighting structures. The Consultant shall be completely familiar with the Maryland Transportation Authority / Maryland State Highway Administration process and procedures as outlined in State Highway Administration's "Specifications for Consulting Engineers' Services" dated April, 1986. Communications between the Consultant, Joint Venture Constituents (where applicable) and the MDTA and/or the MDTA's project representative will be critical. The Consultant selected must have the capability to transfer and receive compatible electronic data. All partial and/or completed documents, materials, and electronic files developed by the Consultant for services performed for this contract shall be solely owned by the Authority and shall be made available immediately upon request.

As per State Finance & Procurement Article, Sections 17-701 – 17-707 of the Annotated Code of Maryland, the firm(s) selected for a given Contract will be required to provide "Certification Regarding Investments in Iran". See below 4(h).

**4. Required Information**

The Consultant shall submit one (1) original and five (5) copies of an Expression of Interest, which shall include the following:

- (a) One (1) Letter of Interest - - Limited to two (2) pages which must contain the information that the Consultant has the financial capacity to provide the services and has measures of protection for the State against errors and omissions and the e-mail address of the Primary Liaison.
- (b) One (1) US Government Form SF 255 with a project organization chart and additional support staff chart
- (c) One (1) US Government Form SF 254 for each firm, including each subcontractor proposed.
- (d) One (1) additional and unbound copy of the Letter of Interest.
- (e) One (1) additional and unbound SF 254 Form, for those firms, including subcontractors, who are not currently on file with the Consultant Services Division.
- (f) A copy of the firm's current certificate(s) of insurance.
- (g) The Consultant shall comply with the "Requirements" and "Special Requirements" set forth hereinafter when completing the aforesaid documentation.
- (h) As per the State Finance & Procurement Article, a firm engaging in investment activities with companies appearing on the Investment Activities in Iran list is ineligible for bid/proposal/award. The Investment Activities in Iran list is located at [www.bpw.state.md.us](http://www.bpw.state.md.us) of the Maryland Board of Public Works (BPW) web site. As per the



BPW Advisory No. 2013-1; Date Issued: January 1, 2013, an officer of the firm shall provide a signed original certification as per language listed on BPW Advisory page.

**NOTE:** All information must be presented in an easily readable format, and shall have Spiral, 3 Ring, or Wire-O binding. Comb binding is not permitted. **Font size shall be no smaller than 11 point.** Computer generated forms are acceptable; however, the format and spacing is to be identical to that of the Standard Forms 254 and 255. Each section shall be divided with tabs.

## **5. Requirements - Documentation**

In completing the SF 255 Form, Item #4, Personnel by Discipline, the Consultant shall document personnel by discipline presently employed at the work location proposed. If more than one (1) location is being proposed by the Consultant, the Consultant must clearly document all locations proposed and show the total number of personnel by discipline for all locations proposed. Subcontractor personnel are not to be included. An explanation of work distribution shall be indicated under Item #5 on the Form SF 255 for those Firms/Joint Ventures proposing to split significant portions of the project between Firms or Offices.

The information required for Item #7, Key Staff, is to be limited to twelve (12) individuals who are proposed for performing significant productive time on the Project and shall not exceed one (1) page in length per individual. Information presented must convey each individual's specific role, responsibility, and involvement in any listed experience. Vague and general descriptions should not be used. Exact timeframes should be noted for each referenced project or

experience. The Consultant must document in writing in Item #7 that the Key staff individuals have a NHI Bridge Inspection Certification and meet the following requirements:

- One (1) of the key staff individuals shall serve as the Project Manager and shall be a Professional Engineer registered in the State of Maryland or must obtain Maryland licensure by contract Notice to Proceed, with expertise in condition inspection, report development, rating, inventory, analysis and design of structures including long span bridges and tunnels, in accordance with Federal and State guidelines. This individual shall also have expertise in overseeing multiple, diverse, and simultaneous inspection-related projects. This individual will manage the contract and all tasks, and shall have demonstrated experience in accounting, invoicing, contract administration, budget, and program management. Program management experience on behalf of a government agency is preferred. This individual shall be an employee of the prime consultant and will be the Authority's primary contact for the duration of the Contract.
- One (1) of the remaining key staff individuals shall be a Professional Engineer registered in the State of Maryland or must obtain Maryland licensure by contract Notice to Proceed, with expertise with condition inspections, maintenance and design in Mechanical Engineering including tunnel ventilation and mechanical systems. Familiarity with the latest versions of the *Tunnel Operations*,

*Maintenance, Inspection and Evaluation (TOMIE) Manual, the National Tunnel Inspection Standards (NTIS) and the Specifications for the National Tunnel Inventory* is preferred for the key staff Tunnel Mechanical Engineer. This individual may be a direct employee of the prime/prime joint venture or a subconsultant.

- One (1) of the remaining key staff individuals shall be a Professional Engineer registered in the State of Maryland or must obtain Maryland licensure by contract Notice to Proceed, with expertise with condition inspections, maintenance and design in Electrical Engineering. Familiarity with the latest versions of the *Tunnel Operations, Maintenance, Inspection and Evaluation (TOMIE) Manual, the National Tunnel Inspection Standards (NTIS) and the Specifications for the National Tunnel Inventory* is preferred for the key staff Tunnel Electrical Engineer. This individual may be a direct employee of the prime/prime joint venture or a subconsultant.
- One (1) of the remaining key staff individuals shall be a Professional Engineer registered in the State of Maryland or must obtain Maryland licensure by contract Notice to Proceed, with expertise with condition inspections, maintenance and design of tunnels. Familiarity with the latest versions of the *Tunnel Operations, Maintenance, Inspection and Evaluation (TOMIE) Manual, the National Tunnel Inspection Standards (NTIS) and the Specifications for the National Tunnel Inventory* is preferred for the key staff

Tunnel Inspection Team Leader. This individual may be a direct employee of the prime/prime joint venture or a subconsultant.

- One (1) of the remaining key staff individuals shall be a Professional Engineer registered in the State of Maryland or must obtain Maryland licensure by contract Notice to Proceed, with expertise with condition inspections, maintenance and design in Mechanical Engineering including bascule machinery and mechanical systems. Familiarity with the latest versions of the *AASHTO Moveable Bridge Inspection, Evaluation, and Maintenance Manual* is preferred for the key staff Moveable Bridge Mechanical Engineer. This individual may be a direct employee of the prime/prime joint venture or a subconsultant.
- One (1) of the remaining key staff individuals shall be a Professional Engineer registered in the State of Maryland or must obtain Maryland licensure by contract Notice to Proceed, with expertise with condition inspections, maintenance and design in Electrical Engineering, including power supply and controls. Familiarity with the latest versions of the *AASHTO Moveable Bridge Inspection, Evaluation, and Maintenance Manual* is preferred for the key staff Moveable Bridge Electrical Engineer. This individual may be a direct employee of the prime/prime joint venture or a subconsultant.
- One (1) of the remaining key staff individuals shall be a Professional Engineer registered in the State of Maryland or must obtain Maryland licensure by contract Notice to Proceed, with expertise

with condition inspections, maintenance and design in Highway Engineering. Familiarity with the latest versions of all applicable MDSHA Standards is required for the key staff responsible for Highway Engineering. This individual may be a direct employee of the prime/prime joint venture or a subconsultant.

- One (1) of the remaining key staff individuals shall be a diver who will actually perform the underwater inspection. This individual may be a direct employee of the prime/prime joint venture or a subconsultant. This individual shall have expertise in underwater condition inspections, and shall meet the following requirements.
  - The diver must possess and produce valid credentials showing successful completion of a regular diver's training course, and shall possess the relevant experience at the depth and conditions similar to that of the structures referenced in Section 1 of this advertisement.
  - The individual shall possess training and experience in the use of surface applied diving systems. Scuba experience alone will not be considered responsive to the requirements of this solicitation. This documentation may be in the form of a certificate from a commercial diving school, a certificate from an ADCE accredited school, documented evidence of training that meets the requirements of ANSI/ACDE-01-1998, or valid ADC commercial diver certification card for the appropriate training level.

- The diver shall meet OSHA's requirements of 29 CFR Part 1910, Subpart T, Commercial Diving Standards.
- The diver must be a graduate engineer (B.S. in civil-structural) from an accredited university and possess at least five (5) years' experience in underwater inspections, with at least 500 hours of experience in underwater structures inspection; five (5) years additional experience may be substituted for the required Engineering degree to a total of ten (10) years of experience in underwater inspections and at least 1000 hours of experience in underwater structures.
- At least one (1) professional engineer registered in the State of Maryland (Inspection Team Leader or Diver) who is approved by MDTA, shall be present at the site during all phases of the underwater inspections and report preparation. This is a contract requirement, but this individual does not need to be submitted as a key staff member.
- One (1) of the remaining key staff individuals shall be a Professional Engineer registered in the state of Maryland or must obtain Maryland licensure by contract Notice to Proceed, with expertise in bridge fatigue and distortion prone detailing issues, including analysis, design, testing, instrumentation, and inspection. This individual may be a direct employee of the prime/prime joint venture or a subconsultant.

- One (1) of the remaining key staff individuals shall be a PE registered in the state of Maryland or must obtain Maryland licensure by contract Notice to Proceed, with expertise in the design, analysis and rehabilitation of long span bridges, including suspension bridges and cable systems. This individual may be a direct employee of the prime/prime joint venture or a subconsultant.
- Two (2) of the remaining key staff individuals shall be inspection team leaders for complex structures who are registered Professional Engineers in the state of Maryland or must obtain Maryland licensure by contract Notice to Proceed, with a minimum of five (5) years' experience in bridge condition inspection of long span and complex bridges and who shall also meet the qualifications for team leaders as specified in the Federal National Bridge Inspection Standards (NBIS), CFR 23, Part 650. The Complex Inspection Team Leaders shall have 5 years' experience in the type of structural elements to be inspected. These individuals may be a direct employee of the prime/prime joint venture or a subconsultant.

A one (1) page listing twelve (12) primary support staff available for this project, and a one page team organizational chart shall also be provided. The twelve (12) primary support staff shall include ten (10) individuals with similar credentials and certifications to the Complex Inspection Team Leaders and two (2) individuals with similar credentials and certifications to the Tunnel Inspection Team Leader. The organizational chart shall demonstrate the firm's team structure, incorporation of

subconsultants, and commitment of resources to this project. Where Maryland Registrations are required for the professional Key Staff, the Consultant shall include on line “f” of the SF 255 the words “Maryland Registered” and the Maryland License Registration Certificate Number for the individual. Individuals with existing professional licenses in other states may be listed as “PENDING” for reciprocity. These individuals must obtain Maryland licensure by contract Notice to Proceed.

**Additionally, the individual Key Staff resumes shall include the number of years of experience at the proposed assignment level.** Failure of the Consultant to properly document Key Staff requirements in writing will result in the firm being precluded from further consideration for the Project.

The information required for Item #8, Similar Projects, shall be limited to six (6) similar projects and shall not exceed three (3) pages in total length. Two (2) projects shall be set forth on each page. There shall be no constraints to the format of the page, but all of the required contents must be included. Sample projects may be submitted from either the Prime or the subconsultant(s) to demonstrate that Key Staff from the respective Prime or subconsultant(s) have relevant project experience for this pending contract. Projects should not be submitted that lack material involvement of the submitted Key Staff. **Projects must be relevant in that the staff and/or office involved in noted projects must be proposed to work on this pending contract.** Both the Key Staff experience must include experience performed within the past ten (10) years. The similar projects set forth shall be recent experience performed within the past ten (10) years.

Item # 9 of the SF 255 shall be a complete listing of all work by the Consultant or Joint Venture constituents currently being performed directly for the State of Maryland.



Using a maximum of 5 pages, Item #10 of the SF 255 shall be used to demonstrate how the firm will dedicate the resources needed to complete all inspections on time in accordance with MDTA's Facilities Inspection Manual for the following representative assignment.

Describe any similar experience your firm had in performing these types of multiple team inspections.

**6. Special Requirement - MBE Provisions:**

The Maryland Department of Transportation (MDOT) hereby notifies all proposers that in regard to any contract entered into pursuant to this advertisement, Minority Business Enterprises (MBEs) will be afforded full opportunity to submit expressions of interest in response to this notice and will not be subject to discrimination on the basis of race, color, sex or national origin in consideration for an award.

It is the goal of MDTA that certified businesses participate in all contracts. Each contract may contain a goal for MBE participation, on a contract-by-contract basis. Consultants interested in submitting an Expression of Interest must comply with the "SPECIAL PROVISIONS, AFFIRMATIVE ACTION REQUIREMENTS, UTILIZATION OF DISADVANTAGED BUSINESSES, THE SURFACE TRANSPORTATION AND UNIFORM RELOCATION ASSISTANCE ACT OF 1987 AND ISTEA OF 1991, ATTACHMENT 6", as modified June 8, 2000, which is obtainable from the Consultant Services Division at the address or phone number noted herein.

To comply with the aforesaid SPECIAL PROVISIONS, Consultants who submit Expressions of Interest must clearly set forth the MBE subcontractor(s) proposed for goal attainment indicating:

- 1) The proposed work,
- 2) Percentage of total work,
- 3) MDOT certification number, and
- 4) Applicable NAICS Codes

for each MBE. Said information shall be shown in Item #6 of the Federal Government SF 255 form. If the proposed MBE firm is not certified by MDOT, the Consultant shall indicate the certification status of the proposed MBE firm in lieu of the certification number. Consultants shall also set forth in the letter portion of the Expression of Interest their "Consultant Liaison Officer for Minority Affairs". The Consultant's failure to submit all of the required MBE information, in the specified areas, will result in the Consultant being disqualified from further consideration for the Reduced Candidate List on this Project, unless it is in the best interest of the State to seek clarification or additional information from the Consultant.

#### MINORITY BUSINESS ENTERPRISE GOAL

FOR THE PURPOSE OF THIS CONTRACT, AN OVERALL GOAL OF THIRTY PERCENT (30%) HAS BEEN ESTABLISHED FOR MBEs WITHOUT SUB-GOALS.

**Proposers have to meet the established MBE participation goal by using certified MBE subcontractor(s).**

**NOTE: New Guidelines Regarding MBE Prime Self-Performance.** Please note that when a certified MBE firm participates as a prime contractor on a contract, a procurement agency may count the distinct, clearly defined portion of the work of the contract that the certified MBE firm performs with its own forces toward fulfilling up to fifty-percent (50%) of the MBE participation goal (overall) and up to one hundred percent (100%) of not more than one of the MBE participation subgoals, if any, established for the contract. For example, for a construction contract that has a 27% MBE overall participation goal and subgoals of 7% for African American firms and 4% for Asian American firms, subject to Section 4 above and this Section 5, a certified African American MBE prime can self-perform (a) up to 13.5 % of the overall goal and

(b) up to 7% of the African American subgoal. The remainder of the overall goal and subgoals would have to be met with other certified MBE firms or a waiver request.

**Liquidated Damages.**

The Contract that will result from the solicitation will require the Contractor to make good faith efforts to comply with the Minority Business Enterprise (“MBE”) Program and Contract provisions. The MDTA and the Contractor acknowledge and agree that the State will incur damages, including but not limited to loss of goodwill, detrimental impact on economic development, and diversion of internal staff resources, if the Contractor does not make good faith efforts to comply with the requirements of the MBE Program and MBE contract provisions. The parties further acknowledge and agree that the damages the State might reasonably be anticipated to accrue as a result of such lack of compliance are difficult to ascertain with precision and that liquidated damages present a fair, reasonable, and appropriate estimation of damages.

Therefore, upon a determination by the MDTA that the Contractor failed to make good faith efforts to comply with one or more of the specified MBE Program requirements or Contract provisions and without the MDTA being required to present any evidence of the amount or character of actual damages sustained, the Contractor agrees to pay liquidated damages to the MDTA at the rates set forth below. Such liquidated damages are intended to represent estimated actual damages and are not intended as a penalty. The Contractor expressly agrees that the MDTA may withhold payment on any invoices as a set-off against liquidated damages owed. The Contractor further agrees that for each specified violation, the agreed upon liquidated damages are reasonably proximate to the loss the State is anticipated to incur as a result of such violation.

A. Failure to submit each monthly payment report in full compliance with COMAR 21.11.03.13B (3): \$23.00 per day until the monthly report is submitted as required.

B. Failure to include in its agreements with MBE subcontractors a provision requiring submission of payment reports in full compliance with COMAR 21.11.03.13B (4): \$82.00 per MBE subcontractor.

C. Failure to comply with COMAR 21.11.03.12 in terminating, canceling, or changing the scope of work/value of a contract with an MBE subcontractor and/or amendment of the MBE participation schedule: the difference between the dollar value of the MBE participation commitment on the MBE participation schedule for that specific MBE firm and the dollar value of the work performed by that MBE firm for the contract.

D. Failure to meet the Contractor's total MBE participation goal and subgoal commitments: the difference between the dollar value of the total MBE participation commitment on the MBE participation schedule and the MBE participation actually achieved.

Notwithstanding the use of liquidated damages, the MDTA reserves the right to terminate the contract and exercise all other rights and remedies provided in the contract or by law.

Veteran-Owned Small Business (VSBE) Provisions:

The Maryland Department of Transportation (MDOT) hereby notifies all proposers that in regard to any contract entered into pursuant to this advertisement, VSBEs will be afforded full opportunity to submit expressions of interest.

It is the goal of MDOT that certified businesses participate in all contracts. Each contract may contain a goal for VSBE participation, on a contract-by-contract basis.

Consultants interested in submitting an Expression of Interest must comply with Code of Maryland Regulations (COMAR) 21.11.13. To comply with the aforesaid

SPECIAL PROVISIONS, Consultants who submit Expressions of Interest must

clearly set forth the VSBE subcontractor(s) proposed for goal attainment indicating:

- 1) The name of the firm,
- 2) Percentage of total work, and
- 3) DUNS number

for each VSBE. Said information shall be shown in Item #6 of the Federal Government SF 255 form. Consultants shall also set forth in the letter portion of the Expression of Interest their "Consultant Liaison Officer for Veteran-Owned Small Business Enterprises". The Consultant's failure to submit all of the required VSBE information, in the specified areas, may result in the Consultant being disqualified from further consideration for the Reduced Candidate List on this Project, unless it is in the best interest of the State to seek clarification or additional information from the Consultant.

**VETERAN-OWNED SMALL BUSINESS ENTERPRISE GOAL (VSBE)**

FOR THE PURPOSE OF THIS CONTRACT, NO VSBE GOAL HAS BEEN ESTABLISHED.

7. **Project Representative:** E-mail: bmondell2@mdta.state.md.us
8. **Additional Information:** The Authority reserves the right to develop multiple Reduced Candidate Lists from those firms responding to this advertisement or to make multiple selections from one (1) Reduced Candidate List.
9. **Electronic Transfer:** By submitting a response to this solicitation, the Consultant agrees to accept payments by electronic funds transfer unless the Maryland Transportation Authority's Division of Finance grants an exemption. The selected Consultant shall register with the EFT Registration, General Accounting Division using the COT/GAD X-10 Vendor Electronic Funds (EFT) Registration Request Form. Any request for exemption must be submitted to the Maryland Transportation Authority's Division of Finance Office for approval at the address specified on the EFT Registration Request Form and must include

the business identification information as stated on the form and include the reasons for the exemption.

**10. Rating Criteria:** The major factors/criteria for the establishment of a Reduced Candidate List for this Project will be:

1. Key Staff / Supplemental Staff, including organization chart
2. Similar Project Experience
3. Past Performance on similar MDTA / MDOT Projects
4. Capacity to accomplish proposed work in required time, including SF255 Item #10
5. Compatibility of size of firm with size of proposed project
6. Firm's location
7. Financial Responsibility (Pass/Fail)
8. Consultant has measures of protection for the State against errors and omissions (Pass/Fail)

**11.** Ratings developed in the short list process for criteria a) Key Staff individuals will be retained and used in the final selection process. Later substitutions of Key Staff members must be approved by the Authority, and will be re-evaluated using the same criteria used at the Expression of Interest stage. This may result in a revised score. All scores will remain confidential for short-listed firms until after final selection.

**12. Respond By:** February 10, 2016 prior to 12:00 PM Eastern Time. Respond to:

Norie A. Calvert, Director

OFFICE OF PROCUREMENT AND CONTRACT MANAGEMENT

Fourth Floor, C-405

707 North Calvert Street

Baltimore, Maryland 21202